QUICK GUIDE TO USING THE WEBEX PARTICIPANT TOOLS

Participants Panel
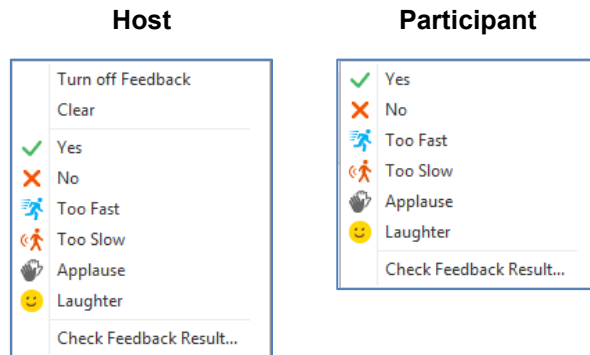
Host   **Participant**

Participants in an event can select icons from the Feedback menu to provide non-verbal feedback and express opinions.

To submit feedback as a participant:

Click **Feedback** **,** then select an icon from the drop-down menu.

You will see an icon next to your name in the Participants panel, and panelists will be able to view your response. Only the host can clear your feedback response.

To request to speak during an event:

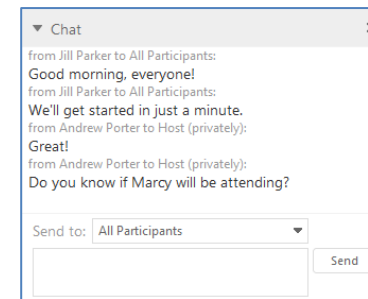- Click **Raise Hand** . *The Raise Hand icon appears next to your name*.

Note: Only the host or a panelist can see the order in which a hand is raised, displayed next to the hand icon.

Chat Panel

In the Chat panel, participants can communicate with the event host and panelists and, if granted permission, with other participants.

To send Chat:

1. Click in the chat box and type a message.

2. Select a recipient from the **Send to:** drop down list.

   Note: By default, only the presenter and panelists can chat with all participants publicly or privately.

3. Click **Send**.

Q&A Panel

The Q&A panel gives panelists the opportunity to handle participant questions in an organized manner. You can assign questions to specific panelists, designate a priority, and defer or dismiss questions.

To ask a question:

1. Type a question in the box below the **Ask** drop-down menu in the Q&A panel.
2. Select a recipient from the **Ask** drop-down-menu.